



# CHARLESTON FIRE DEPARTMENT



## Fire Marshal Division

### *Information Bulletin*

## Fire Plan Review & Permitting

The Charleston Fire Department – Fire Marshal Division conducts plan reviews of fire protection systems and jointly reviews life safety and construction plans with the Building Inspection Division. The payment and issuance of all permits will occur in the Building Inspection Division. The information contained within this document is intended to assist the designer, owner or contractor to understand the plan submittal process and to ensure necessary documents are submitted.

Each plan submittal is important to us and we realize the need to provide timely feedback to you regarding your project. Please be sure to plan appropriately and ensure adequate time for the review and comment period. We do not provide an expedited plan service and all plans will be reviewed in the order received.

### **Applications:**

The most recent version of the published application will be retained on the official City of Charleston website and are available for review and download at [www.charleston-sc.gov/fm](http://www.charleston-sc.gov/fm).

### **Plan Submittal**

Plan submittals must include the current application, supplemental information, and required drawings and information outlined on the application in order to ensure a smooth and timely review process. Incomplete submittals will be placed on “hold” until all necessary information has been delivered. Sub-trade plans that are associated with a master building project cannot be accepted until the master building permit has been approved. Plans may be dropped off or mailed:

- Drop off: Plans may be delivered to the Permit Center located at 2 George Street.
- Mailing: Plans may be mailed to the Charleston Fire Department - Fire Marshal Division, Permit Center, 2 George Street, Charleston, SC 29401.

### **Plan Reviewer**

Upon receipt of a completed plan submittal package, plans will be assigned by the Fire Marshal Division to a reviewer. This is generally assigned based on the location within the City, but may vary based on project type and workloads.

### **Plan Review Goals**

Plans will be reviewed during the intake process and assigned to one of five levels based on the type and size of the project. Each level includes a projected review time for initial and subsequent submittals. Our goal is to review the plans and provide comments or approvals within the projected timeframe. Review times will be extended based on volume of plans and workload of the Division.

See the following page for additional information on plan review levels.

The following outlines the projected review time for initial and subsequent submittals. Each plan will be assigned to one of five levels based on the criteria below.

Level 1	Goal - Same day permit pickup (upon verification by Permit Center Staff)	
Existing Structures		Fire Permits & Systems
<ul style="list-style-type: none"><li>• Intended for items or elements which qualify for the “Quick Permit Application”.</li><li>• Based on the scope outlined on the application, for limited modifications to fire sprinkler and fire alarm systems.</li></ul>		

Level 2	Goal - Initial submittal review: 6 business days. Resubmittal review: 4 business days	
Existing Structures		Fire Permits & Systems
<ul style="list-style-type: none"><li>Minor interior renovations or non-structural changes to existing buildings.</li><li>No change of occupancy classification.</li><li>Does not alter the egress strategy, egress layout, or egress capacity of the involved area.</li></ul>		<ul style="list-style-type: none"><li>Installation of limited fire protection systems (alarm panel monitoring sprinkler flow or elevator recall, kitchen fire suppression systems, or similar).</li><li>Fire service underground (new or modification).</li><li>Burn permits.</li><li>Includes tents and special event applications.</li></ul>

Level 3	Goal - Initial submittal review: 12 business days. Resubmittal review: 6 business days	
Existing Structures		Fire Permits & Systems
<ul style="list-style-type: none"><li>• Work area &lt;5,000 sq ft.</li><li>• Structural or non-structural and/or additions.</li><li>• May include change of use or occupant load.</li><li>• May alter egress strategy.</li></ul>		<ul style="list-style-type: none"><li>• Addition of new fire protection systems in buildings or areas &lt;5,000 square feet.</li><li>• Alterations to existing fire protection systems that do not involve a change in the hazard class.</li><li>• Site / TRC plans.</li><li>• Includes emergency plans submitted for review.</li></ul>

Level 4	Goal - Initial submittal review: 24 business days. Resubmittal review: 12 business days		
Existing Structures		New Structures	Fire Permits & Systems
<ul style="list-style-type: none"><li>• Work area &gt;5,000 sq ft or &lt;12,000 sq ft.</li><li>• Structural or non-structural and/or additions.</li><li>• May include change of use or occupancy.</li><li>• May alter egress strategy.</li></ul>		<ul style="list-style-type: none"><li>• &lt;12,000 sq ft.</li></ul>	<ul style="list-style-type: none"><li>• Alterations to existing fire systems that involve change in the hazard classification.</li><li>• Addition of new fire protection systems in buildings or areas &gt;5,000 sq ft. and less than &lt;52,000 sq ft.</li></ul>

Level 5	Goal - Initial submittal review: 30 business days. Resubmittal review: 15 business days		
Existing Structures		New Structures	Fire Permits & Systems
<ul style="list-style-type: none"><li>• Work area &gt;12,000 sq ft.</li></ul>		<ul style="list-style-type: none"><li>• &gt;12,000 sq ft.</li></ul>	<ul style="list-style-type: none"><li>• Addition of fire protection systems in buildings or areas &gt;52,000 sq ft.</li></ul>